



Terms of Reference - Climate Plan Advisory Group

Overview

The City of Prince Rupert is completing a Climate Adaptation and Action Plan to develop an integrated strategy that will provide systemic, coordinated decision-making and priorities for the municipality with respect to sustainability objectives. The CAAP will include a climate-focused hazard risk and vulnerability assessment that integrates reducing vulnerabilities to climate impacts and risks, and promotes co-benefits including reductions in GHG emissions and infrastructure upgrades. The CAAP will be developed as a cross-departmental plan for the City that informs municipal priorities such as infrastructure replacement, financial sustainability, disaster risk reduction, housing needs, food security, and community livability. To support this work, the City is establishing an Advisory Group comprised of local organizations and individuals who represent the broad spectrum of parties impacted and affected by climate change in Prince Rupert. The purpose of the Advisory Group is to bring together a diverse cross-section of residents and subject matter expertise to provide input into the development of the Climate Adaptation Plan. Subject matter experts include those with technical expertise, as well as those with lived experience.

Scope of Work – Climate Adaptation and Action Plan

A Consultant Team from SSG will lead the Climate Adaptation and Action Plan and Advisory Group sessions with support from City staff. The work will be completed from November 2023 to May 2024 and includes the following key deliverables:

1. Research and Engagement
2. Climate Vulnerability Risk Assessment and development of actions to reduce risk
3. Final Report on Climate Adaptation and Action Plan and Presentation to Council

Advisory Group Responsibilities

The Advisory Group is responsible for participating in an anticipated three (2) 2 hour virtual meetings and 1 in-person session between November 2023 and May 2024. Note that depending on project findings, the format of these sessions may vary slightly, but the overall intent is to retain a manageable time commitment for Advisory Group members.

The responsibilities of the Advisory Group include:

1. Attend and participate in CAG meetings to provide input on climate hazards and potential solutions for mitigating them
2. Serve as liaisons between the City, the Consultant Team, and the community or organizations they represent.
3. Help raise awareness of the planning process and engagement opportunities within the community
4. Maintain confidentiality and ethical conduct in all Advisory Group activities.

Advisory Group Composition

The Committee shall be composed of between 8-12 members, with diversity in terms of professional background, demographics, and regional representation.

Subject matter expertise is NOT required to participate. We are seeking members interested in commenting on climate action from a variety of perspectives, including issues related to equity, impacts on businesses, socioeconomic considerations, and others. Their input may be informed by their lived experience and/or subject matter expertise. Content will be presented in an accessible format so that members can participate with or without technical expertise

The Advisory Committee shall consist of individuals with expertise and lived experience in various areas that intersect with climate impacts, including but not limited to:

- community and neighbourhood organizations,
- local environmental organizations or environmental organizations with local branches

- Traditional knowledge holders;
- social justice and assistance organizations;
- students and/or youth-led climate action organizations;
- local businesses;
- major industrial organizations;
- the construction and development sector;
- the tourism sector;
- city staff;
- emergency responders;
- subject matter experts;
- and community members.

Note that a maximum of one person can join the Advisory Group from representative community organizations, and no alternate attendees on behalf of the organization will be permitted in order to enable continuity for the Group.

There will be space for a maximum of 9 organizational participants, with call outs to organizations from the above sectors made directly by the City. Participant eligibility will be assessed primarily on a first-come-first-served basis, while also taking into account a desire to see representation from diverse organizations and equity-deserving populations.

Opportunity will also be provided for 2 at-large community member participants outside of formal organization representation, as well as an additional youth participant. These opportunities will be publically advertised and assessed according to the applicant's lived experience relevant to climate change as well as against the aim for diverse representation. Again, we'd like to emphasize that technical expertise is not a requirement. Applications will be assessed by the Climate Plan working group comprised of key City staff and our contractors.

Operating Procedures

The Advisory Group will operate as an informal working group and is not a formal Council Committee. The Advisory Group will operate as follows:

- 2 meetings will be virtual, 1 will be in person.
- City Staff will be the main point of contact for administrative purposes.

- City Staff will distribute meeting agendas, minutes, and relevant documents will be distributed in advance.
- The Consultant Team will lead meetings and facilitate discussions.